

DD/S 66 - 0001

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Executive

65-7560/1

13 JAN 1965

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT : Implementation of the CIA Retirement and Disability System

1. We are making slow progress in our efforts to implement the CIA Retirement and Disability System. In the six months which have elapsed since the screening of on-duty employees for designation as participants was initiated, only about one-half of the cases involved in this initial screening have been referred to the several Career Services for review. And, of these, almost one-half are still pending action by the Career Service. Thus, we have finished in six months about a quarter of a job which should take less than a year to complete.

2. I recognize that we may have gotten off to a slow start in solving many questions which could not be anticipated. By this time, however, the screening machinery should be running smoothly and your input of "call-up" lists should be accelerated. Including a backlog of almost [redacted] cases on previous lists on which the respective Career Services have not submitted recommendations, there are about [redacted] cases still to be processed in the initial screening phase. Based on experience to date almost 75 per cent of these cases will be found ineligible in the Career Service review and will not require consideration by the CIA Retirement Board. This leaves a balance of about [redacted] cases to be considered by the Board, most of which will be clear cut and not requiring individual deliberation.

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3. I have sent a memorandum to each of the Deputy Directors urging that he give priority attention to cleaning up existing backlogs in the screening process and to the prompt review of subsequent "call-up" lists. Given such priority attention, we should be able to complete the entire screening process by 30 April. To ensure that we do so, you should:

a. Immediately revise your call-up schedule to issue all remaining lists by 15 March and to phase these according to the number of cases which each Career Service must handle;

b. Supplement the CIA Retirement Staff by detail or temporary assignment of employees from other parts of your Office if necessary to ensure that cases are processed promptly;

c. Institute a weekly reporting system which will advise me of the progress being made and any problem areas requiring my attention.

Distribution:

O & I - Addressee  
2 - DD/S

L. K. White  
Executive Director-Comptroller

1 - Signing Official

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OD/Pers/ [redacted] Director of Personnel  
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